

For official use only:

Customer Name

Customer No.

PD F 4000 E  
Department of the Treasury  
Bureau of the Public Debt  
(Revised July 2006)

OMB No. 1535-0023

## REQUEST TO REISSUE UNITED STATES SAVINGS BONDS

Visit us on the Web at [www.treasurydirect.gov](http://www.treasurydirect.gov)

**IMPORTANT:** Follow instructions in filling out this form. You should be aware that the making of any false, fictitious, or fraudulent claim or statement to the United States is a crime that is punishable by fine and/or imprisonment.

PRINT IN INK OR TYPE ALL INFORMATION

### PART A – NEW BOND REGISTRATION

#### 1. Bond Description

I/We request reissue of the bonds described below, in the amount of \$ \_\_\_\_\_ (total face amount).

ISSUE DATE	FACE AMOUNT	BOND NUMBER	REGISTRATION (Social security number and names, including middle names or initials, on the bonds)

2. Extent of reissue: ☐ In full ☐ \_\_\_\_\_ Amount, Fractional Share, or Percentage

#### 3. Requested Registration

a. Taxpayer Identification Number:

(Social Security Number or Employer Identification Number)

b. Registration:

(First Name, Middle Name or Initial, Last Name or Fiduciary Inscription)

c. Address:

(Number and Street or Rural Route)

(City)

(State)

(ZIP Code)

d. To name a coowner or  
beneficiary, complete the  
following:

☐ coowner

☐ beneficiary (POD)

}

(If a name is shown and neither  
box is marked, coownership will  
be assumed.)

(First Name, Middle Name or Initial, Last Name)

4. Delivery instructions, if  
different from above:

(Name)

(Number and Street or Rural Route)

(City)

(State)

(ZIP Code)

**PART B – REASON FOR REISSUE**

Describe the reason for the reissue.

If the reason shown above is to correct an error in registration, provide the following information.

- (1) Who purchased the bonds? \_\_\_\_\_
- (2) Whose funds were used? \_\_\_\_\_
- (3) How did the error occur? \_\_\_\_\_

**PART C – SIGNATURES AND CERTIFICATIONS**

I/We certify under penalty of perjury that the information provided herein is true and correct to the best of my/our knowledge and belief. I/We agree to reissue of the bonds as indicated in Part A and certify that the reissue is authorized. I/We hereby bind ourselves, our heirs, legatees, successors and assigns, jointly and severally, to hold the United States harmless on account of the reissue requested herein, to indemnify unconditionally and promptly repay the United States in the event of any loss which results from this request, including interest, administrative costs, and penalties. I/We consent to the release of any information regarding this transaction, including information contained in this application, to any party having an ownership or entitlement interest in the bonds.

**Sign in ink in the presence of an authorized certifying officer.**  
(See the instructions for who must sign.)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Number and Street or Rural Route)

\_\_\_\_\_  
(Number and Street or Rural Route)

\_\_\_\_\_  
(City) (State) (ZIP)

\_\_\_\_\_  
(City) (State) (ZIP)

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Daytime Telephone Number)

\_\_\_\_\_  
(Daytime Telephone Number)

**The certification portion must be completed.**

I CERTIFY that \_\_\_\_\_  
whose identity is known or was proven to me, personally  
appeared before me this \_\_\_\_\_ day of \_\_\_\_\_ ,  
(Month)  
\_\_\_\_\_, at \_\_\_\_\_ ,  
(Year) (City) (State)  
and signed this form.

I CERTIFY that \_\_\_\_\_  
whose identity is known or was proven to me, personally  
appeared before me this \_\_\_\_\_ day of \_\_\_\_\_ ,  
(Month)  
\_\_\_\_\_, at \_\_\_\_\_ ,  
(Year) (City) (State)  
and signed this form.

**(OFFICIAL STAMP  
OR SEAL)**

\_\_\_\_\_  
(Signature of certifying officer)

\_\_\_\_\_  
(Title of certifying officer)

\_\_\_\_\_  
(Address)

**(OFFICIAL STAMP  
OR SEAL)**

\_\_\_\_\_  
(Signature of certifying officer)

\_\_\_\_\_  
(Title of certifying officer)

\_\_\_\_\_  
(Address)

### Reserved for Identification Notations

Customer Account Number  
and Date Established: \_\_\_\_\_

Customer Account Number  
and Date Established: \_\_\_\_\_

Identified by: \_\_\_\_\_

Identified by: \_\_\_\_\_

Documents – Descriptions: \_\_\_\_\_

Documents – Descriptions: \_\_\_\_\_

### INSTRUCTIONS TO CERTIFYING OFFICER

Each person appearing before you must establish identification by positive and reliable evidence before this form is signed, unless he or she is personally known to you. You must place an adequate notation in the area reserved for identification notations in Part C or on a separate record, showing exactly how identification was established. A notation is adequate if it is sufficiently detailed to permit, at a later date, a determination of the exact identification actually used. You and, if you are an officer or employee of an organization, the organization will be held fully responsible for the adequacy of the identification.

The signatures to the request must be executed in your presence. Fully complete and sign the certification form provided for your use for each signature you witness.

If you are an employee (rather than an officer) authorized to certify signatures, insert the words "Authorized Signature" in the space provided for the title. Insert the place and date, as required on the form, and impress the seal of your organization.

### FOR FEDERAL RESERVE BANK USE ONLY

☐ This transaction was a reportable event.

\$ \_\_\_\_\_ was reported under \_\_\_\_\_ for \_\_\_\_\_ .  
(Social Security Number) (Year)

☐ This transaction was not a reportable event. No interest was reported.

**TAX LIABILITY:** If the name of a living owner or principal coowner of the bonds is eliminated from the registration, the owner or principal coowner must include the interest earned and previously unreported on the bonds to the date of the transaction on his or her Federal income tax return for the year of the reissue. (Both registrants are considered to be coowners when bonds are registered in the form: "A" or "B.") The principal coowner is the coowner who (1) purchased the bonds with his or her own funds, or (2) received them as a gift, inheritance, or legacy, or as a result of judicial proceedings, and had them reissued in coownership form, provided he or she has received no contribution in money or money's worth for designating the other coowner on the bonds. If the reissue is a reportable event, the interest earned on the bonds to the date of the reissue will be reported to the Internal Revenue Service (IRS) by a Federal Reserve Bank or Branch or the Bureau of the Public Debt under the Tax Equity and Fiscal Responsibility Act of 1982. **THE OBLIGATION TO REPORT THE INTEREST CANNOT BE TRANSFERRED TO SOMEONE ELSE THROUGH A REISSUE TRANSACTION.** If you have any questions concerning the tax consequences, consult the IRS, or write to the Commissioner of Internal Revenue, Washington, DC 20224. **Unless we are otherwise informed, the first-named coowner will be considered the principal coowner for the purpose of this transaction.**

## INSTRUCTIONS

**USE OF FORM** – Complete this form to reissue paper (definitive) Series EE, E, HH, H, and I United States Savings Bonds, Retirement Plan Bonds, and Individual Retirement Bonds. A separate Part A must be used for each new form of registration. If more space is needed for any item, use a plain sheet of paper or make photocopies, as necessary, and attach to the form. To request payment, sign the backs of the bonds instead of completing this form.

**INCOMPETENT OR MINOR** – A minor of sufficient age and competency to sign the request and to understand the nature of the transaction may request reissue of the bonds. A minor under legal guardianship may not request reissue. An incompetent owner, coowner or beneficiary may not request reissue.

### PART A – NEW BOND REGISTRATION

1. Describe the bonds to be reissued.
2. Mark the box “In full” if the person listed in Item 3 is to receive the entire value of the bond(s) described in Item 1; or if the person listed in Item 3 is not to receive the entire value, mark the second box and provide the appropriate amount, fractional share, or percentage he/she is to receive.

3. Provide the following information:

- a. The appropriate taxpayer identification number (social security number or employer identification number).

<i>If the new bonds are to be inscribed in the name of . . .</i>	<i>Provide this . . .</i>
One person as owner, with or without a beneficiary	The social security number of the owner
Two persons as coowners	The social security number of the first-named coowner
A guardian, custodian, or similar representative of the estate of a minor, incompetent, or other ward	The social security number of the minor, incompetent, or other ward
Other fiduciary registration (trustee, administrator of decedent's estate, etc.)	The social security number of the grantor of the trust or decedent or an employer identification number assigned to the fiduciary estate.

- b. The new registration.

- c. Mailing information. This address will be shown on the new bonds, unless alternate delivery instructions are provided in Item 4.

- d. To add a coowner or beneficiary, mark the appropriate box and insert his/her name. If a name is shown and no box is marked, coownership will be assumed.

4. To have the bonds mailed to an address other than the address shown in Item 3, provide the name and address of the person or institution receiving them. This address will be shown on the new bonds.

### PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

We're asking for the information on this form to assist us in processing your securities transaction requests. Our authority comes from 31 U.S.C. Ch. 31 which authorizes the Treasury Department to borrow money to pay the public debt of the United States. Also, 26 U.S.C. 6109 requires us to use your SSN on certain forms when we report taxable income to IRS. It's voluntary that you provide the requested information, but without it, we may not be able to process your transaction requests. Information concerning your securities holdings and transactions is considered confidential under Treasury regulations (31 CFR Part 323) and the Privacy Act. However, the following routine uses of this information may include disclosure to the following persons or entities: agents and contractors who help us manage the public debt; others entitled to the securities or payment; agencies (including disclosure through approved computer matches) determining eligibility for benefits, finding persons we've lost contact with, or helping us collect debts; agencies for investigations or prosecutions; courts, counsel, and others for litigation and other proceedings; a Congressional office asking on your behalf; and as otherwise authorized by law.

We estimate it will take you about 30 minutes to complete this form. However, you are not required to provide information requested unless a valid OMB control number is displayed on the form. Any comments or suggestions regarding this form should be sent to the Bureau of the Public Debt, Forms Management Officer, Parkersburg, WV 26106-1328. DO NOT SEND completed form to the above address; send to correct address shown in “Where to send” in the Instructions.

## PART B – REASON FOR REISSUE

Describe the reason for the reissue. The chart below shows common reasons for reissue. These may not be authorized for all Series. Complete guidelines for authorized reissue transactions may be found in the regulations, in the following Department Circulars: DC 530 (Series E/H), DC 3-80 (Series EE/HH), DC 2-98 (Series I), DC 1-75 (IRB), and DC 1-63 (RPB).

Bonds may be reissued to...	The form must be signed by...	Additional Information
Add a new coowner or beneficiary to a bond in sole owner registration.	The owner.	The original owner must be the first-named coowner.
Change the present beneficiary to coowner.	The owner.	The beneficiary may only be shown as second-named coowner.
Remove the name of a living beneficiary.	The owner (and the beneficiary if Series E or Series H bonds).	The owner may add a different person as coowner or beneficiary.
Remove the name(s) of any deceased registrant(s).	The surviving registrant.	The surviving registrant must be shown as the owner or first-named coowner in the registration of the new bonds. If more than one registration is requested, a separate Part A must be completed for each different registration. Submit certified copies of the death certificates for all deceased registrants except beneficiaries on Series EE, HH, or I bonds.
Show that a change of name occurred.	The person whose name has changed.	Explain exactly how the change of name was authorized (marriage, divorce, court order, naturalization, etc.). Evidence may be required.
Correct an error in registration.	The purchaser.  If the purchaser and the person whose funds were used to purchase the bonds are different persons, both must sign.	Provide the answers to the questions shown.
Substitute the name of the fiduciary who has succeeded the fiduciary named in the registration of the bonds.	The successor in his/her fiduciary capacity.	Submit proof of the succession to the position, such as a certified copy of the letters of appointment or, in the case of a trustee, a copy of the trust instrument and proof of the death or resignation of the original trustee.
Show the name of the executor or administrator of a deceased owner's estate.	The fiduciary in his/her fiduciary capacity.	Submit a certified copy of the letters of appointment, dated within one year of submission and certified copies of the death certificates for all deceased registrants.
Show the name of the guardian, conservator, or similar representative of the estate of a minor or incompetent owner.	The fiduciary in his/her fiduciary capacity.	Submit a certified copy of the letters of appointment, dated within one year of submission.
Change ownership due to divorce, legal separation, or annulment.	The owner or both coowners (or their representatives).  For bonds in coownership form, a request solely to eliminate the name of one coowner may be signed by that coowner only.  For Series E or H bonds, the current beneficiary must consent to the reissue if his/her name is also being removed.	See the Tax Liability statement on this form. The name of another person may be added as coowner or beneficiary.
Remove a living owner/coowner and reissue in a form authorized under the regulations.	The owner/coowner being removed.  For Series E or H bonds, the current beneficiary must consent to the reissue if his/her name is also being removed.	Remaining registrant must be named first in the registration.

## PART C – SIGNATURES AND CERTIFICATIONS

**SIGNATURES** - Sign the form in ink, in the presence of an authorized certifying officer. The form must be signed as indicated in Part B of the instructions. If the request is on behalf of a corporate fiduciary, the name of the corporation must be given, followed by the signature and title of an authorized officer. If there are two or more fiduciaries, all must join in the request unless by express statute, decree of court, or the terms of the instrument under which the fiduciaries are acting, one or more of them may properly execute the request.

If an owner/coowner's name has been changed by marriage, divorce, court order, naturalization, or otherwise, he/she must sign the form as follows: " (PRESENT LEGAL NAME) ", changed by (specify manner in which change occurred) from " (NAME AS ON BONDS)." To support a change of name, other than by marriage, a complete statement should follow the signature to show exactly how the change of name was authorized. Evidence may be required.

**CERTIFICATION** – Each person whose signature is required must appear before and establish identification to the satisfaction of an authorized certifying officer. If a minor owner or coowner signs the request, the officer must be satisfied that the minor is of sufficient competency to understand the nature of the transaction. The signatures to the form must be signed in the officer's presence. The certifying officer must affix the seal or stamp which is used when certifying requests for payment. Authorized certifying officers are available at most financial institutions, including credit unions.

### ADDITIONAL REQUIREMENTS FOR SERIES HH/H BONDS:

- Under the Interest Dividend Tax Compliance Act of 1983 as implemented by Internal Revenue Service regulations, the new owner or first-named coowner must complete IRS Form W-9 to certify that the social security number furnished is correct, to indicate whether or not he/she is subject to backup withholding under the provision of Section 3406(a)(1)(C) of the Internal Revenue Code, and to verify that he/she is a United States person (including a U.S. resident alien). Forms W-9 are available at financial institutions in the United States and Internal Revenue Offices. These forms can also be found on the IRS website at the address [www.irs.gov](http://www.irs.gov).
- The furnishing of Direct Deposit information is a condition of reissue of Series HH bonds bearing issue dates of October 1989 and thereafter. A Direct Deposit form, PD F 5396 or SF 1199A, must be completed for Series HH bonds dated October 1989 and thereafter which are submitted for reissue. The Direct Deposit form must be completed by the new owner or coowner providing the appropriate information for direct deposit of the semi-annual interest payments. Forms SF 1199A are available at financial institutions in the United States. PD F 5396 is available for download on the Internet using the "forms" link at the address [www.treasurydirect.gov](http://www.treasurydirect.gov). The financial institution designated to receive the payment can assist in the completion of the Direct Deposit form.

**ADDITIONAL EVIDENCE** – The Commissioner of the Public Debt, as designee of the Secretary of the Treasury, reserves the right, in any particular case, to require the submission of additional evidence.

**RETURN OF EVIDENCE** - If the evidence submitted with this form is to be returned, provide a written request when the evidence is submitted.

**WHERE TO SEND** – Unless otherwise instructed, the PD F 4000 and the bonds, as well as any other appropriate forms and evidence, must be sent to one of the Treasury Retail Securities Sites shown below:

Treasury Retail Securities Site  
PO Box 299  
Pittsburgh, PA 15230-0299  
1-800-245-2804

Treasury Retail Securities Site  
PO Box 214  
Minneapolis, MN 55480-0214  
1-800-553-2663